ARMY MEDICINE
Serving To Heal...Honored To Serve

Timecard Templates

Defense Medical Human Resource System internet, DMHRSi

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28 February 2012

UNCLASSIFIED

PURPOSE

Provide participants with the knowledge to train their MTF staff on the use of timecard templates in DMHRSi.

OUTLINE

Objective: At the end of the session, participants will be able to advise their staff on how to set up their timecard templates in DMHRSi to ensure efficiency and accuracy.

Part 1: Timekeeping Policy

Part 2: Steps to create Timecard User Template

Part 3: How to apply a Timecard User Template to an individual timecard

Part 1:

Timekeeping Policy

DMHRS*i* TIMEKEEPING POLICY

- Documentation of time on DMHRS*i* is an individual employee's responsibility and as such, it is expected that all employees will enter and submit their time for approval, as required by the Medical Expense and Performance Reporting System (MEPRS), using the DMHRS*i* Employee Self-service timecard application.
- Timecard submission must be completed no later than the close of business on the Monday following the pay period end (Tuesday submission, if Monday falls on a Federal Holiday).
- All hours must be recorded against the appropriate project, task, and time type as defined by the appropriate supervisor or timekeeper.

DMHRS*i* TIMEKEEPING BEST PRACTICES

1. DMHRS*i* Timecards should be created and submitted on a bi-weekly basis.
2. DMHRS*i* Timecards must be submitted prior to departure for vacation, leave, or business travel if scheduled to be away from the work area when time submission is due.
3. DMHRS*i* Timecards must reflect all hours worked including overtime and comp time earned.
4. DMHRS*i* Timecards must reflect all hours taken for leave including sick time, disability time, and vacations. *

Part 2:

Steps To Create A Timecard User Template

WHY TO CREATE A TIMECARD TEMPLATE?

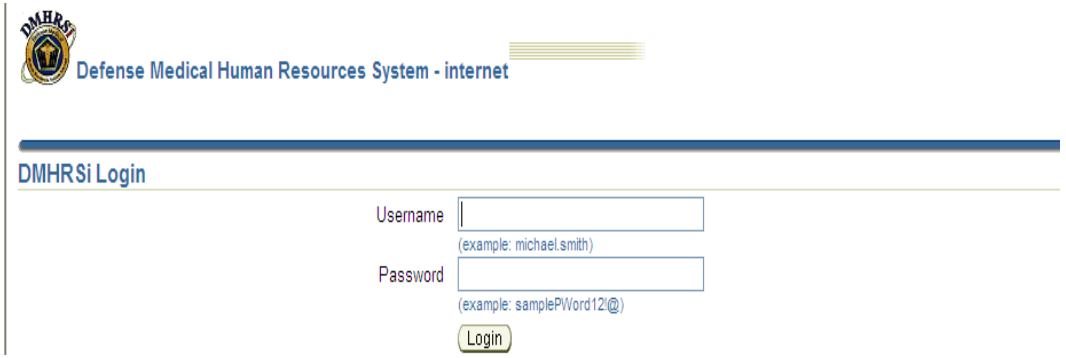
Templates are time savers:

- Streamlining timecard entry steps by providing users with recurrent information
- Setting standardized combinations of projects, tasks, hours types, and person type.

If you often repeat the same types of tasks and hours in a work week is recommended to set a template before creating a timecard.

CREATING A TEMPLATE ~ Step 1 ~

Log on to DMHRSi by typing in your assigned User Name and Password.



Since all entered data is case sensitive, turn the "CAPS LOCK" on now.

CREATING A TEMPLATE ~ Step 2 ~

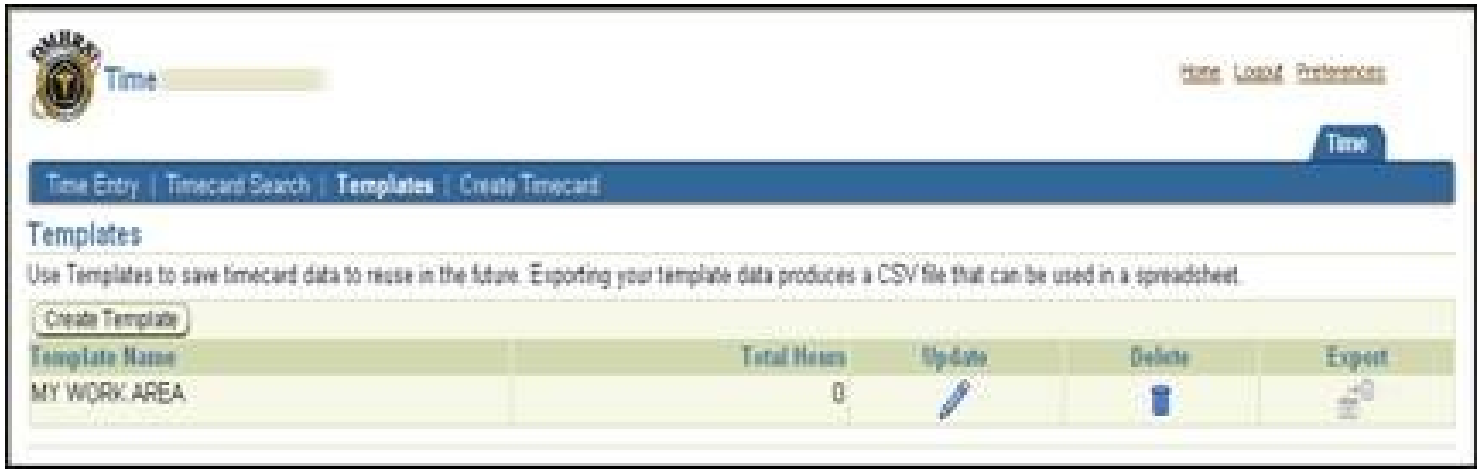
From the DMHRS*i* Employee Self-Service menu, you will locate the Timecards: Time heading.

CREATING A TEMPLATE ~ Step 3 ~

Select the "Templates" option under the Timecards: Time node.

CREATING A TEMPLATE ~ Step 4 ~

The “Templates” screen displays.



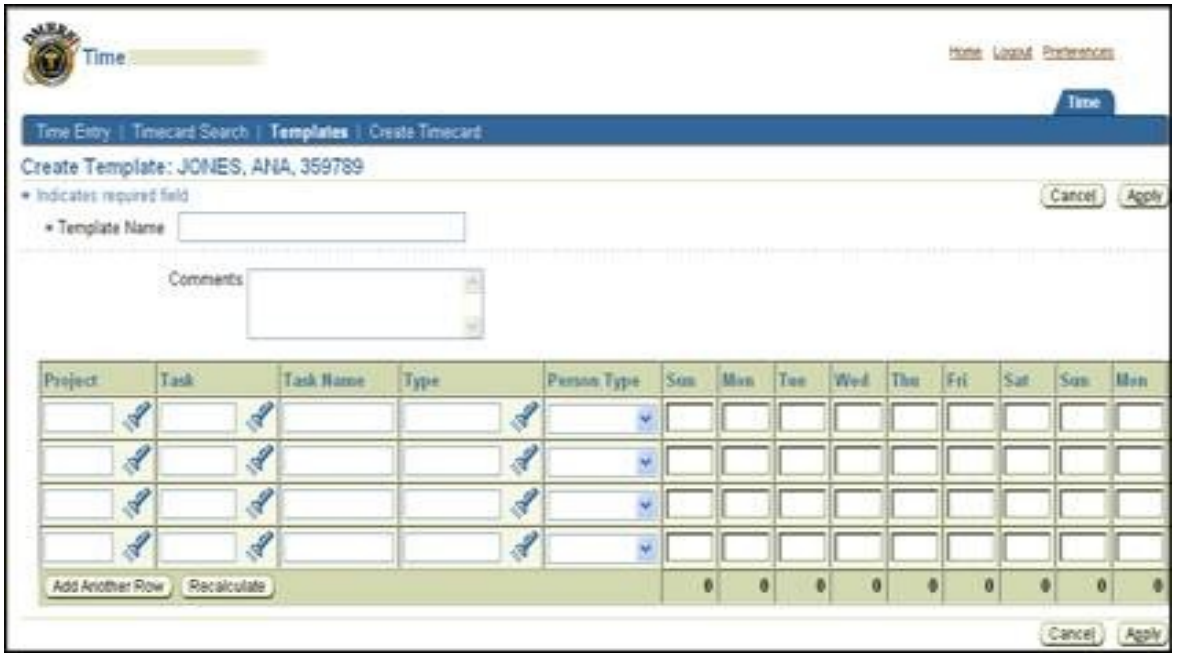
Note: Templates can only be changed or deleted through "**Templates**" option. If you have previously created templates they will be displayed on the template screen.

CREATING A TEMPLATE ~ Step 5 ~

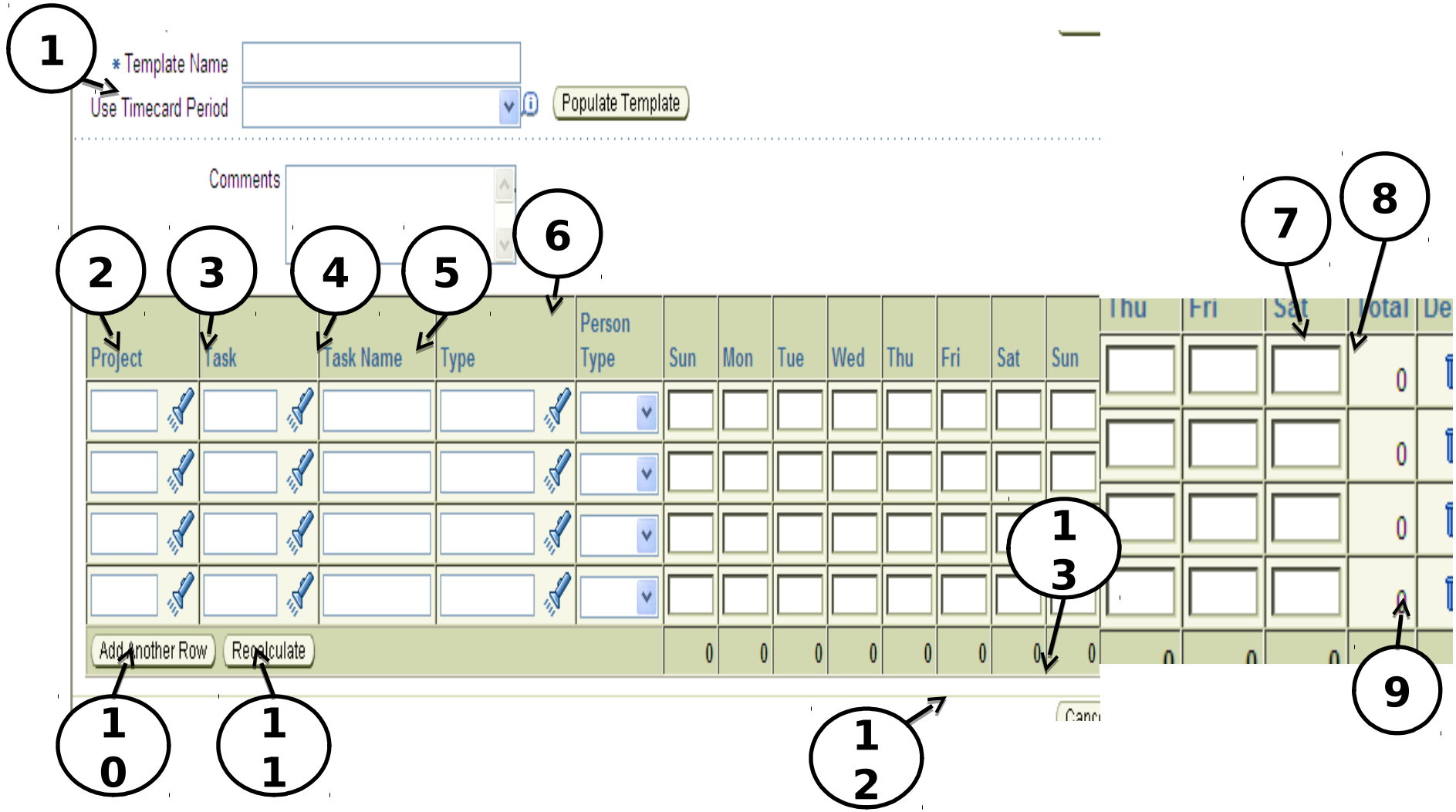
Click the "Create Template" button.

CREATING A TEMPLATE ~ Step 6 ~

The “Create Template” screen displays.


Time
Home Logout Preferences
Time
Time Entry | Timecard Search | Templates | Create Timecard
Create Template: JONES, ANA, 359789
* Indicates required field
Cancel Apply
* Template Name
Comments
Project Task Task Name Type Person Type Sun Mon Tue Wed Thu Fri Sat Sun Mon
Add Another Row Recalculate
Cancel Apply

TEMPLATE DATA FIELDS



CREATING A TEMPLATE ~ Step 7 ~

Click in the "Template Name" field and enter a “template name.”

This name is created by you and is only available to you (No more than 30 characters). AMPO recommends to create at least two templates: one template for “Available” time and another one for “Unavailable” time.

Warning: The "Timecard Period" field will not display if this is your initial Template creation. The "Timecard Period" field will only display if you have previously submitted a timecard.

CREATING A TEMPLATE ~ Step 8 ~

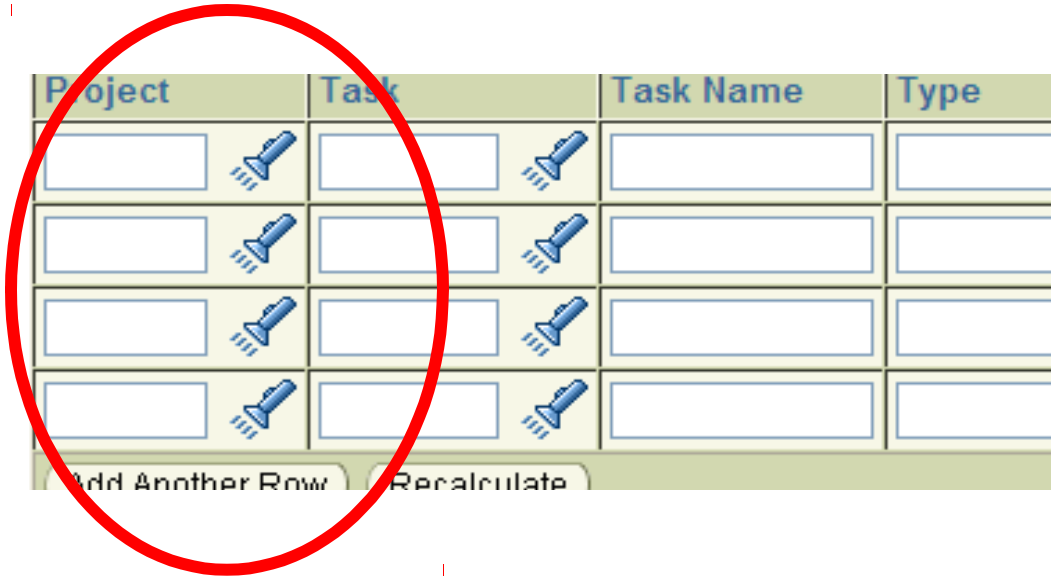
To add comments, if desired, Click in the "Comments" field.

Warning: This is a free-text field and may be used to enter a general message to the Timekeeper or Supervisor.

CREATING A TEMPLATE ~ Step 9 ~

Add Project and Task(s):

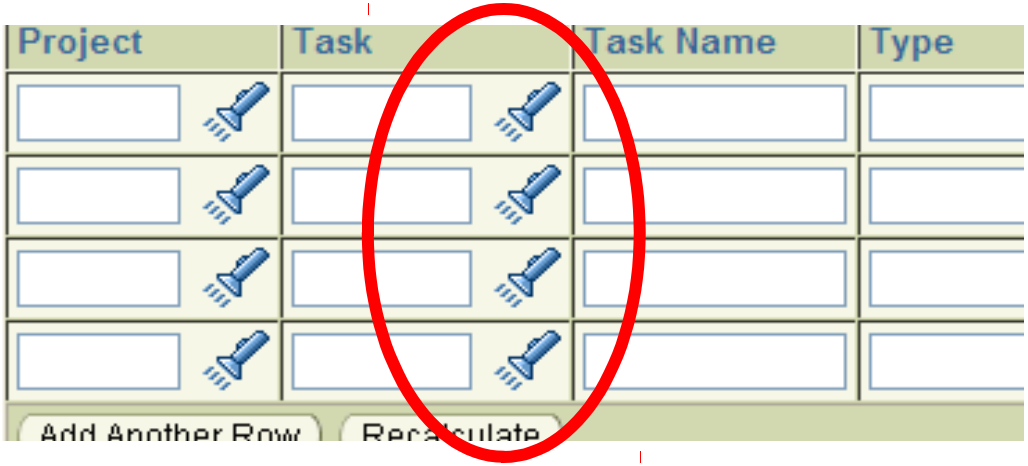
The project is a 7 character numeric sequence that is generated by AMPO staff in DMHRS*i* at the beginning of the FY.



Warning: The project number changes on a fiscal year basis.

CREATING A TEMPLATE ~ Step 10 ~

The task name is the name of the task that corresponds to the MEPRS code (i.e. PM Dept Admin, Epi & Disease Prevent).



Warning: The "Task Name" auto populates when the task is entered on the template.

PROJECTS / TASKS

For available time the task is comprised of the Functional Cost Code (MEPRS code) of the work performed followed by an underscore and the Parent DMIS ID assigned to the facility.
Example: FBNT_0108

For "Non-Available" time the tasks such as "Leave" is numerical in the form of:

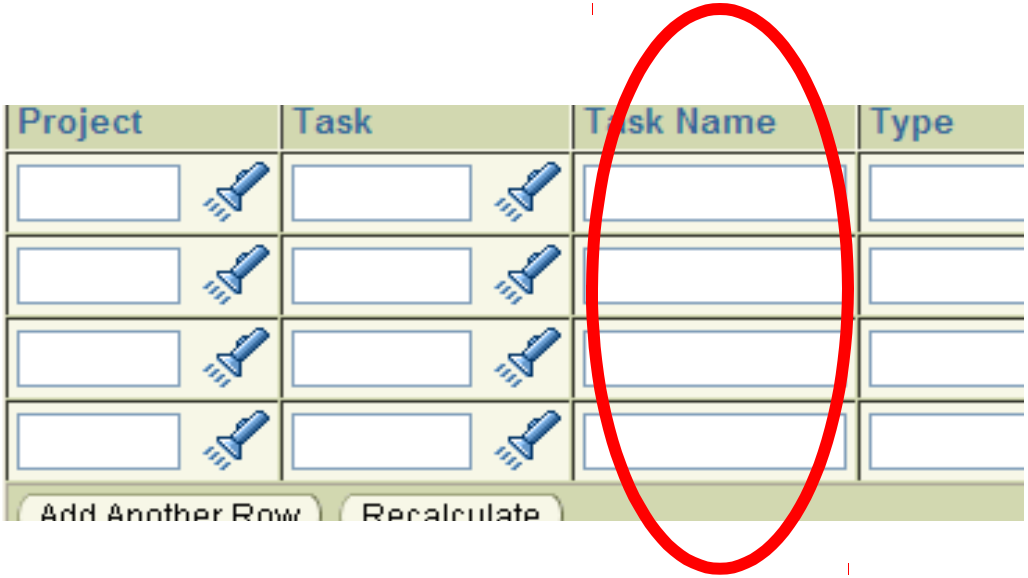
01.01 for Military, and

02.01 for Civilians.

CREATING A TEMPLATE ~ Step 11 ~

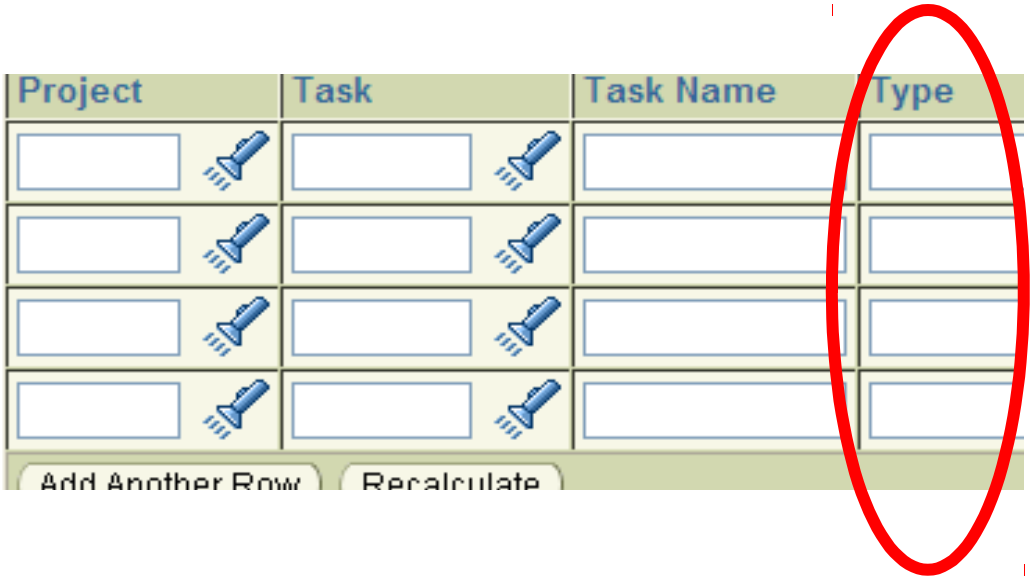
Enter the appropriate hour "Type."

- Comp Time Earned (Civilian only)
- Overtime (Civilian only)
- Regular - (Straight Time)



CREATING A TEMPLATE ~ Step 12 ~

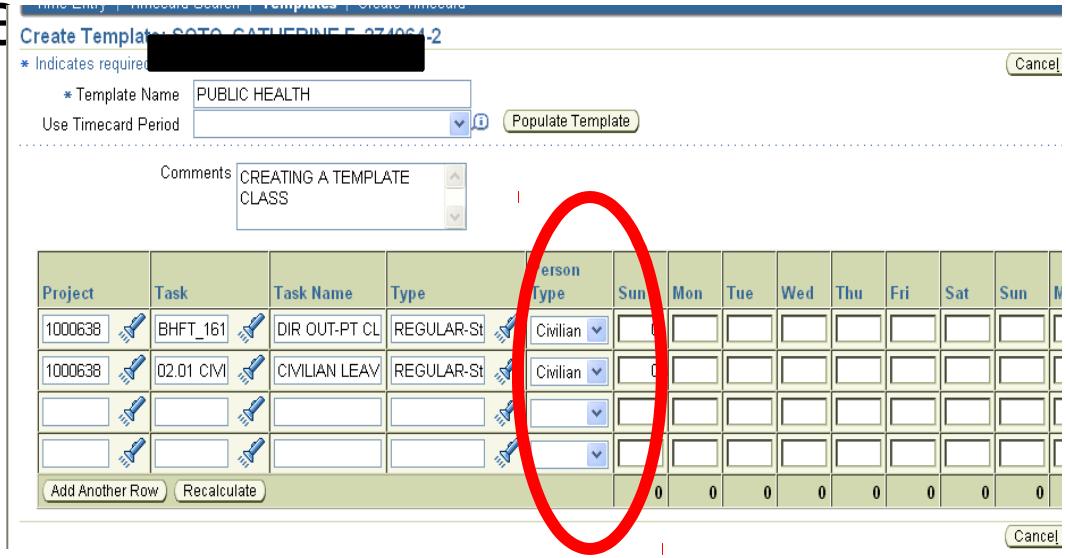
The Person Type field is available for everybody but is required just for Dual Component employees.



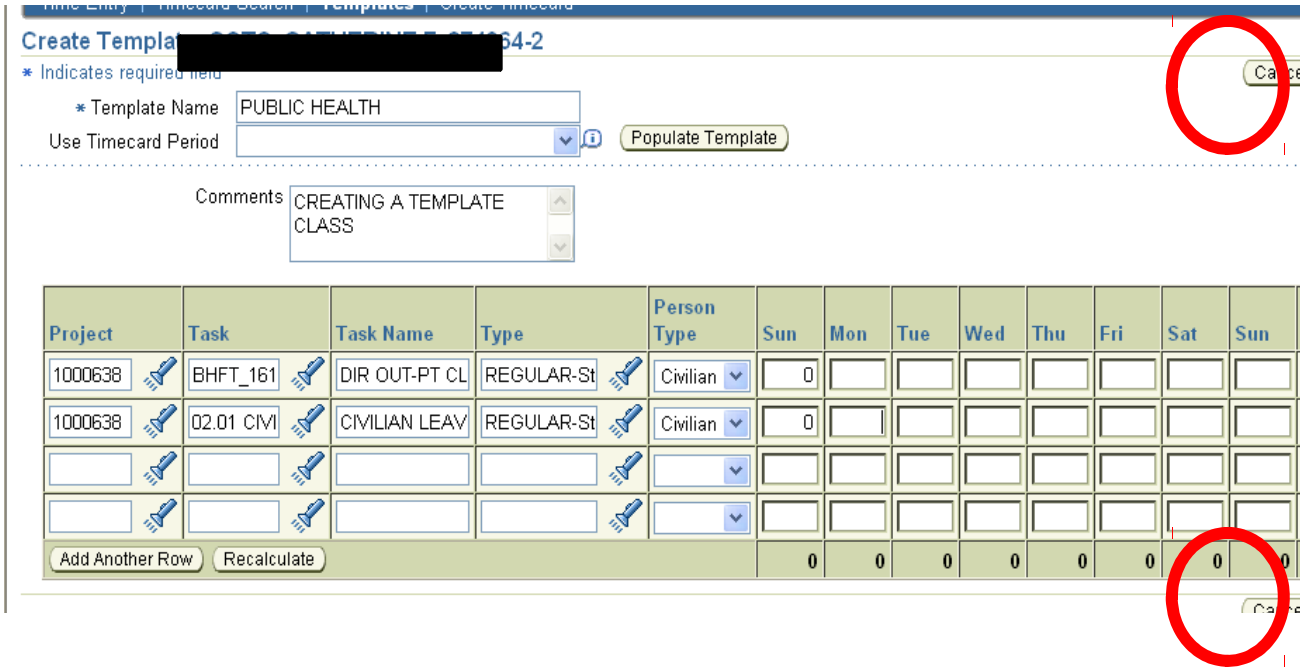
Note: When the employee is a Dual Component employee, the pick list will only display the 2 appropriate person types related to the Dual Component (e.g. if a person is Civilian| Reserve, only Civilian and Reserve will be included in the pick list).

CREATING A TEMPLATE ~ Step 13 ~

If creating a standard workweek template, enter 0 hours on the first day for every row created.



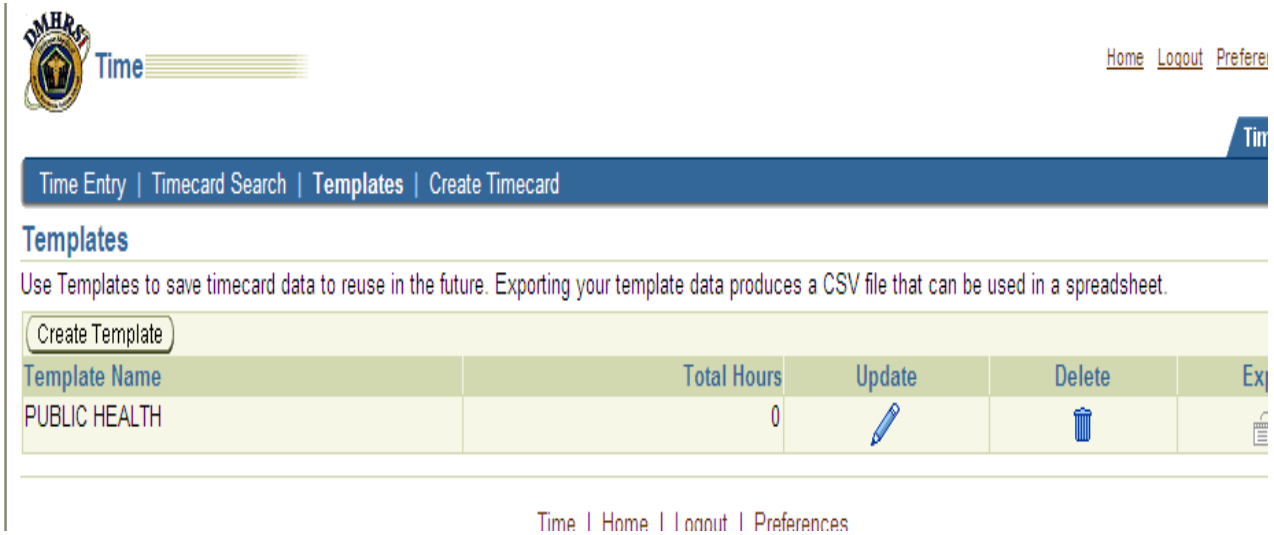
CREATING A TEMPLATE ~ Step 14 ~



Once completed, click the "Apply" button.

CREATING A TEMPLATE ~ Step 15 ~

Your template is now ready to use.


Time
Home Logout Prefere
Time Entry | Timecard Search | Templates | Create Timecard
Templates
Use Templates to save timecard data to reuse in the future. Exporting your template data produces a CSV file that can be used in a spreadsheet.
Create Template
Template Name
Total Hours
Update
Delete
PUBLIC HEALTH
0
Time | Home | Logout | Preferences

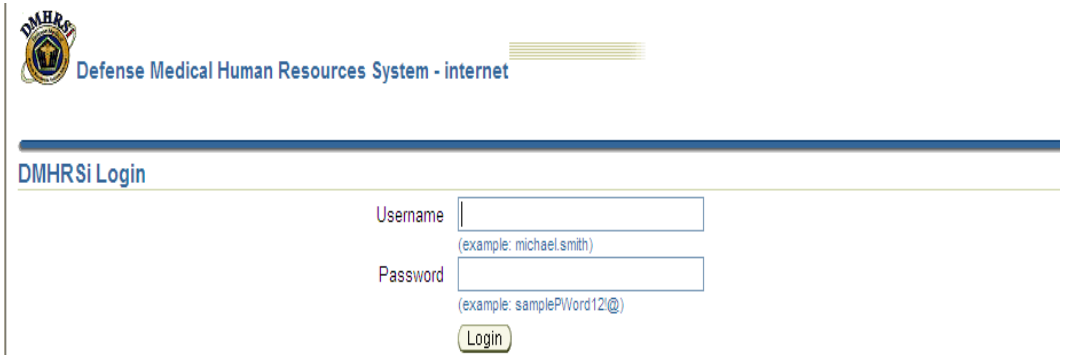
Note: you can update or delete a created template at anytime from this screen by clicking on the Pencil in the “Update” Column or the Trash can in the “Delete” Column.

Part 3:

How to apply a Timecard User Template to an individual timecard

APPLYING A TEMPLATE ~ Step 1 ~

Log on to DMHRSi by typing in your assigned User Name and Password.



Since all entered data is case sensitive, turn the "CAPS LOCK" on now.

APPLYING A TEMPLATE ~ Step 2 ~

From the DMHRS*i* Employee Self-Service menu, you will locate the Timecards: Time node.

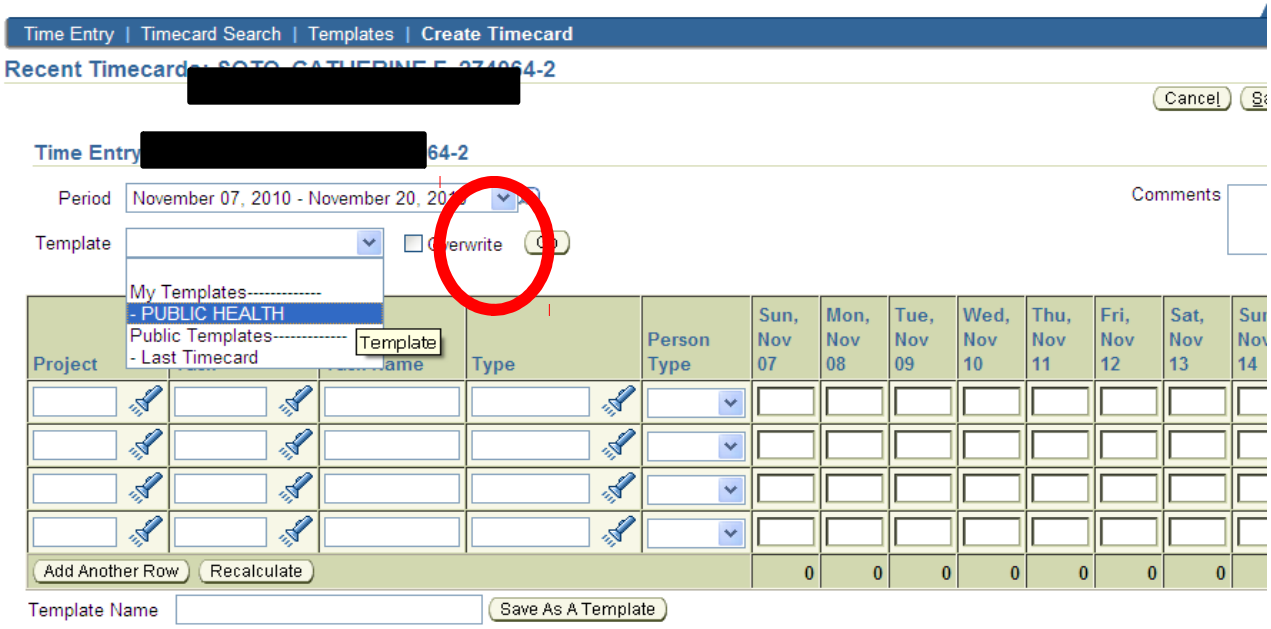
APPLYING A TEMPLATE ~ Step 3 ~

Select the “Create Timecard" option under the Timecards: Time node.

APPLYING A TEMPLATE ~ Step 4 ~

Select the desired pay period and template.

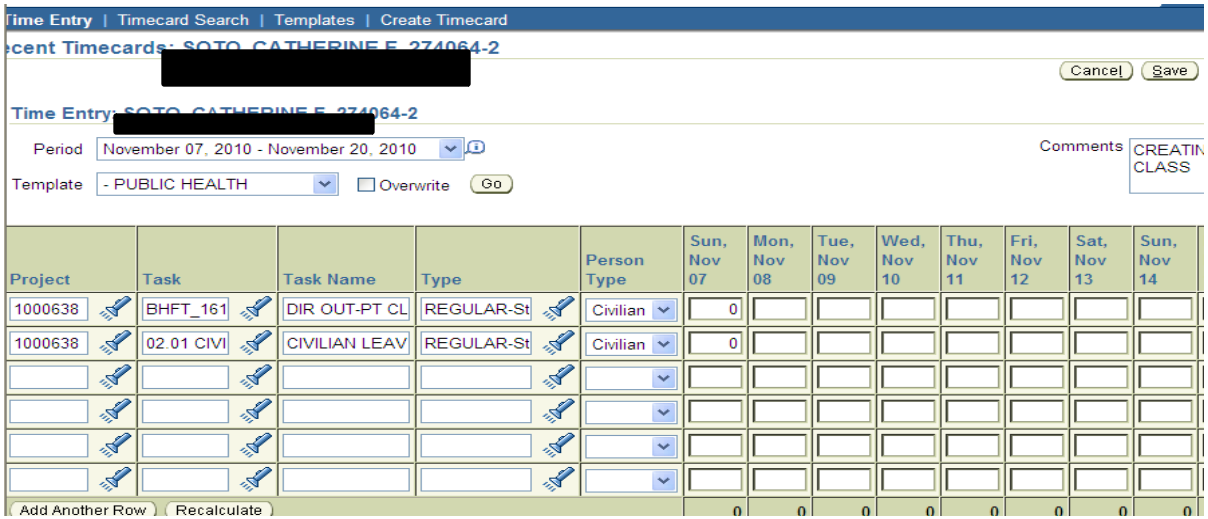
Click on “Go



Note: Multiple templates can by applied to a single timecard just by selecting a different template from the “Template” drop down box and clicking on the “Go” button.

APPLYING A TEMPLATE ~ Step 5 ~

The template will populates to allows entering hours.

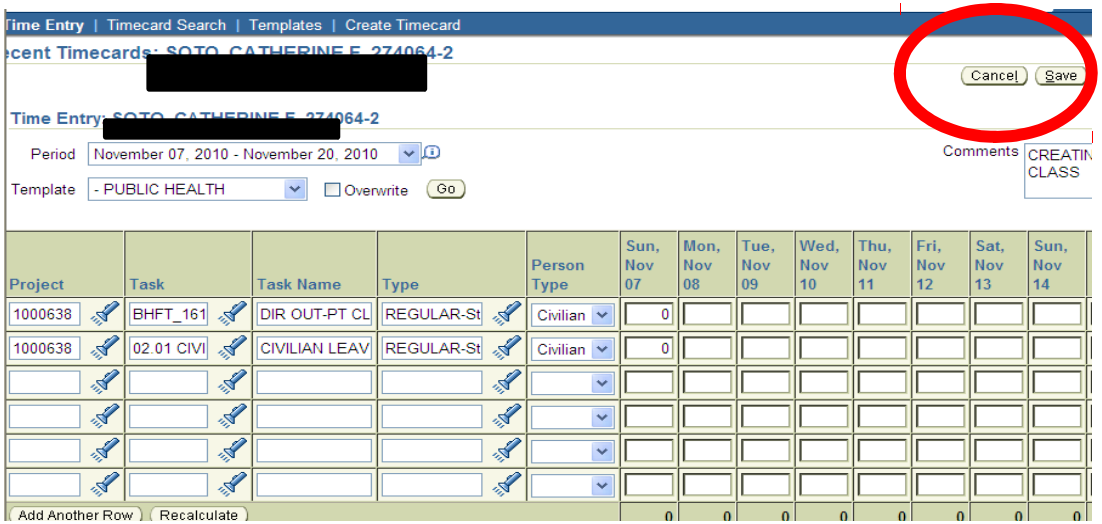


Warning: additional rows can be entered if required

APPLYING A TEMPLATE ~ Step 6 ~

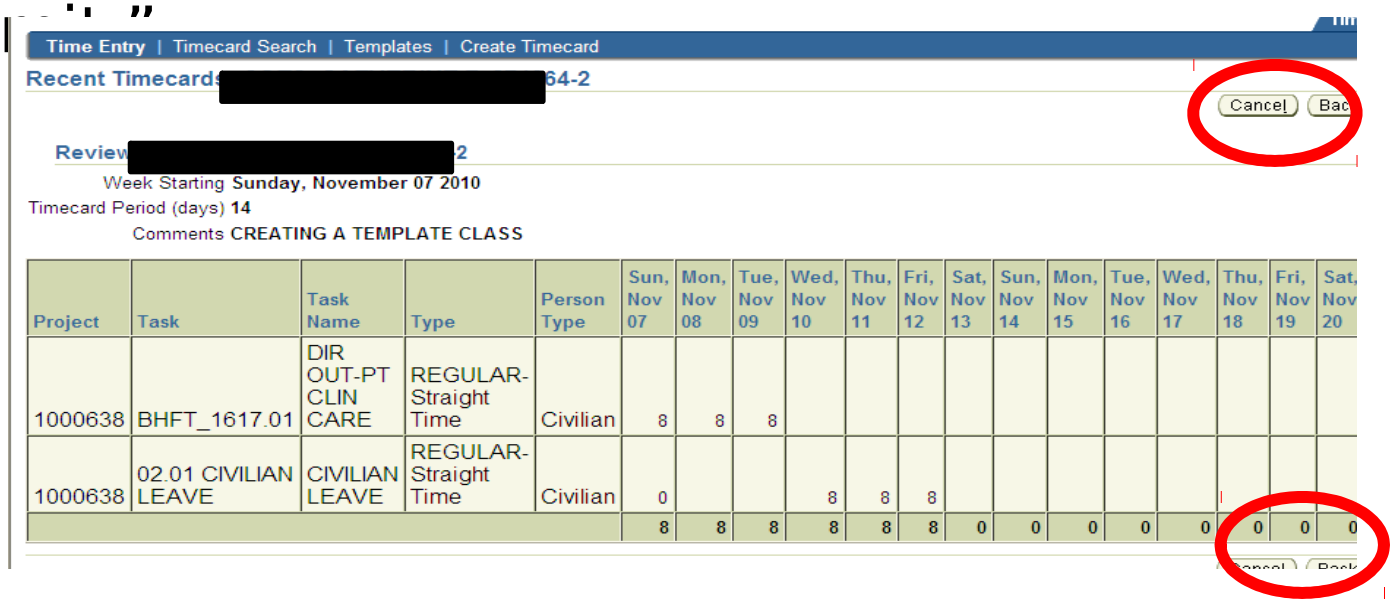
After entering your hours you can:

1. Click on “Save” to continue working in the timecard later, or
2. Click on “Continue” to submit your timecard



APPLYING A TEMPLATE ~ Step 7 ~

If ready to submit timecard and selected to continue, review data entered and click on "subm[redacted]"



Time Entry | Timecard Search | Templates | Create Timecard

Recent Timecards [redacted] 64-2

Cancel Bac

Review [redacted] 2

Week Starting **Sunday, November 07 2010**

Timecard Period (days) **14**

Comments **CREATING A TEMPLATE CLASS**

Project	Task	Task Name	Type	Person Type	Sun, Nov 07	Mon, Nov 08	Tue, Nov 09	Wed, Nov 10	Thu, Nov 11	Fri, Nov 12	Sat, Nov 13	Sun, Nov 14	Mon, Nov 15	Tue, Nov 16	Wed, Nov 17	Thu, Nov 18	Fri, Nov 19	Sat, Nov 20
1000638	BHFT_1617.01	DIR OUT-PT CLIN CARE	REGULAR-Straight Time	Civilian	8	8	8											
1000638	02.01 CIVILIAN LEAVE	CIVILIAN LEAVE	REGULAR-Straight Time	Civilian	0			8	8	8								
					8	8	8	8	8	8	0	0	0	0	0	0	0	0

Note: After submitting the timecard will flow to the designated timekeeper and users will not have access to edit the timecard, unless approver reject it.

QUESTIONS
Please contact your site MEPRS Analyst

ARMY MEDICINE

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